



# ADMINISTRATIVE MANAGEMENT SOCIETY

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65-8152

April 23, 1965

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PBSW Corp.  
Phoenix, Ariz. 85001

Honorable John A. McCone  
Director, Central Intelligence  
Agency  
Washington, D. C. 20505

Dear Mr. McCone:

## AMS PAPERWORK MANAGEMENT AWARD

I am delighted to announce on behalf of our Officers and Directors that the Administrative Management Society will confer in the early Fall of 1965 the first of an annual series of Awards for "outstanding leadership and professional excellence in promoting effective management of paperwork in the Federal Government." You are most cordially invited to submit a nomination of an employee in your Agency. Details are in the attached documents.

In recent correspondence concerning this award, Mr. John W. Macy, Jr., Chairman of the U. S. Civil Service Commission, said, "...I will look forward, personally, with a great deal of interest to a successful launching of the endeavor. We are gratified with the interest displayed by the Administrative Management Society in honoring Federal achievement in this important field."

The Administrative Management Society believes that this Award program will focus attention on one of the less heralded but more important aspects of the development of effective Government administration. It is our sincere hope that you will encourage the participation of your Agency.

We are forwarding under separate cover posters announcing the program which may be placed on employee information bulletin boards.

We would be pleased to answer any questions you may have concerning the Award.

*William T. Cavanaugh*

W. T. CAVANAUGH - EXECUTIVE DIRECTOR

Plan Now to Attend AMS International Conference • Minneapolis • Leamington Hotel • May 23-26, 1965

## ADMINISTRATIVE SERVICES

H. W. Dean  
Eastman Kodak Co.  
Rochester, N. Y. 14650

## ADVANCED MANAGEMENT

The Maytag Co.  
Newton, Iowa 50208

## CHAPTER SERVICES

Micro-Switch  
A Div. of Honeywell, Inc.  
Freeport, Ill. 61033

## EDUCATION

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Sperry Rand Corp.  
St. Paul, Minn. 55116

## PERSONNEL

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Birmingham, Ala. 35202

## SYSTEMS

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Arthur Andersen & Co.  
Philadelphia, Pa. 19103

PAPERWORK MANAGEMENT IN THE FEDERAL GOVERNMENT

NAME OF AWARD

The award will be known as the Administrative Management Society Paperwork Management Award.

PURPOSE

This is an annual award given to one or more employees of the Federal Government for: Outstanding leadership and professional excellence in promoting effective management of paperwork in the Federal Government.

Paperwork, as envisioned by this award, covers the totality of office methods. It includes manual and automated record processing activities from creation, through arrangement and use, to final storage or destruction, regardless of recording media. It is present in every office for it is the integral system part of administrative support work, management information flow, and written communications. From the system derives the management techniques to channel and control paperwork so that it contributes to the goals and objectives of the organization. Because of the nature of Government, paperwork not only is present in internal operations, but involves the public on many fronts.

NATURE OF AWARD

A medallion mounted on a walnut plaque will be given to the nominee selected.

ELIGIBILITY

All employees of the Legislative, Judicial, and Executive Branches of the Federal Government are eligible.

NOMINATIONS

Nominations will be submitted to the Executive Director of Administrative Management Society, National Office, Willow Grove, Penna. In the Executive Branch, one nomination will be submitted by a Department or Independent Agency. Each Department and Agency will determine its own screening and selection procedure.

Nominations must be submitted by July 1 of the year following the award year. Nominations for 1965 are to be submitted by July 1, 1965.

### SUBMISSION

Nominations should follow the pattern outlined below:

1. Biographical Sketch of Nominee.
2. Description of Accomplishment -- Describe in general terms the work or contribution for which the nomination is being submitted.
3. Scope of Accomplishment -- Describe in terms of internal-agency, multi-agency, or Government-wide impact. If work or contribution involves Government paperwork as it affects the public and industry, this too should be covered.
4. Results -- Describe separately both achieved and anticipated results. When possible results should be expressed in terms of dollar savings, man-hour savings, equipment savings, or other measurable returns such as new or expanded services, decreased time requirements, and increased management capabilities. Also, cover intangible benefits when important.

### SELECTION

From the nominations received, the Administrative Management Society will select one to receive the award. The Administrative Management Society will convene a special board annually for this purpose.

### PRESENTATION OF AWARD

The award will be presented to the selected employee at a dinner meeting in Washington, D. C., approximately the 15th of September. Expenses of the meeting will be assumed by the Administrative Management Society, except that each person attending (other than the award winner and official guests) will pay an entrance fee, partially to defray cost of his attendance.

### FOLLOW UP AND PUBLICITY

National publicity will be given to the award. In the Washington, D. C., area the National Archives and Records Service will see that information is made available to pertinent local publications. In addition, National Archives and Records Service will, through its personnel contacts in the Federal agencies, promote the award program.

The Administrative Management Society will publicize the award through its own publications and also will provide copies for use by other technical and professional publications.

# **ADMINISTRATIVE MANAGEMENT SOCIETY**

*Announces*

**"... AWARD TO ONE OR MORE EMPLOYEES OF THE  
FEDERAL GOVERNMENT FOR OUTSTANDING LEADER-  
SHIP AND PROFESSIONAL EXCELLENCE IN PROMOT-  
ING EFFECTIVE MANAGEMENT OF PAPERWORK IN  
THE FEDERAL GOVERNMENT."**

"We are gratified with the interest displayed by  
the Administrative Management Society in honor-  
ing Federal achievement in this important field."

JOHN W. MACY, JR., Chairman,  
U. S. Civil Service Commission

**NOMINATIONS: By July 1, 1965**  
**AWARD PRESENTATION: Sept., 1965**

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**FOR DETAILS CHECK WITH YOUR PERSONNEL OFFICE.**

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